

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF GEORGIA

Human Resources Office
United States District Court
Atlanta, Georgia

Vacancy Announcement # 15-17

Closing Date: July 20, 2015, or until filled



EXECUTIVE ASSISTANT

**Starting Salary: CL 26 (\$44,561- \$72,403)
depending upon experience**

The United States District Court has an *immediate opening* for an Executive Assistant to the District Court Executive/Clerk of Court.

The Executive Assistant serves as the office manager of the executive office suite of the District Court Executive/Clerk of Court. This position provides administrative, operational, and technical support to the unit executives, as well as works with all levels of court staff and judges. The Executive Assistant ensures the smooth and efficient management of the office. This position provides secretarial support to the District Court Executive/Clerk of Court and the Chief Deputy Clerk - Operations. The position coordinates activities for the court unit, serves as travel coordinator, and provides administrative support duties such as filing, copying, distributing mail, answering phones, typing, formatting and assembling letters and reports.

REPRESENTATIVE DUTIES:

- Maintain calendar and schedules for the District Court Executive and the Chief Deputy Clerk - Operations. Schedule and confirm executive meetings based on executives' schedules and topic priorities. Prepare executive correspondence, legal documents, and other materials, from dictation, rough copy, or own notes, for review and signature. Edit materials prepared by others for the unit executive's signature for accuracy, proper grammar, and spelling.
- Coordinate conferences, meetings, and court and judicial ceremonies, including activities such as site planning, logistics, printing, security, refreshments, etc., as applicable. Assist in the preparation of agendas; act as secretary for meetings, preparing materials, taking and distributing minutes of proceedings.
- Disseminate communications to appropriate managers, executives, and peers and follow up on action items to ensure a comprehensive and coordinated response.
- Serve as liaison to judges' chambers and all other court support units, as well as the Administrative Office of the U.S. Courts and the Federal Judicial Center, on behalf of the District Court Executive/Clerk of Court and Chief Deputy, as appropriate.
- Arrange travel, and prepare travel vouchers for court executives and professional staff in accordance with policies and regulations. Audit and review travel vouchers. Maintain the office's travel credit card program for all individuals issued travel cards, ensuring that policies and procedures are followed. Analyze, research, and resolve travel credit card problems and inquiries.
- Develop standard office administrative procedures and provide guidance to other administrative support staff within the unit regarding the performance of their duties to ensure administrative consistency.
- Receive, screen, and refer telephone calls and personal visitors. Answer routine inquiries and provide assistance to the public, judges and their staff, other court support units, other courts, members of the bar, and the media, as authorized, maintaining the confidentiality of sensitive matters. Research inquiries and develop responses for the unit executives and/or respond directly, as delegated.
- Receive, screen, and route mail to appropriate persons or offices. Receive, prioritize, and route all incoming administrative and case-related materials from within the court to appropriate individuals. Maintain correspondence control records and electronic files and follow-up on correspondence delegated or completion by senior staff.

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- Coordinate all general activities in the immediate office, including arranging for equipment maintenance and ordering supplies. Serve as liaison to the General Services Administration building manager's office for physical needs of the office (heating, cooling, lighting, cleaning, etc.).
- Perform other duties, as assigned.

MANDATORY QUALIFICATIONS:

Minimum of two years of progressively responsible administrative experience providing executive level support in an executive office environment. Such experience should have required the daily exercise of tact, good judgment, decisiveness, resourcefulness, poise and initiative. Demonstrated excellence in written and oral communications skills required. Strong organization and time management skills and ability to manage multiple projects concurrently a must. Previous experience must have included responsibility for creating, proofreading and editing documents for spelling, grammar, punctuation and syntax. Administrative skills must include proficiency in document preparation, file maintenance, record keeping, and preparation of presentation materials. The successful candidate should be proficient in the use of computer applications including WordPerfect, Word, and Excel.

PREFERRED QUALIFICATIONS:

Bachelor's degree from an accredited college or university. Prior legal/court experience as a legal assistant, paralegal and/or judicial assistant strongly preferred.

PROFESSIONAL CHARACTERISTICS:

Ability to communicate clearly and professionally with a wide ranging constituency, including federal judges, court managers, the public and other court employees. Ability to work harmoniously with others, while maintaining strict confidentiality. Strong personal and professional integrity.

BENEFITS:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year.
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit).
- Available group life insurance and long term care insurance.
- Public Transportation Subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee's contribution).

NOTICE TO APPLICANTS: Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All employees are required to adhere to a Code of Conduct, copies of which are available upon request. As a condition of employment, the selected candidate must successfully complete a background investigation with law enforcement agencies, as well as a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States Citizen or eligible to work in the United States.

The United States District Court is part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service positions.

HOW TO APPLY: To apply for this position, qualified applicants should submit: 1) an application for Judicial Branch Federal Employment, Form AO 78 (available through this link to the U.S. Courts website: <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>); 2) a cover letter addressing qualifications and relevant experience; and 3) a chronological résumé including education and employment history. Completed package should be submitted electronically to HR_GAND@gand.uscourts.gov or via mail to **United States District Court, Attn: Human Resources Manager, Vacancy #15-17, 75 Spring Street, SW, Room 2013, Atlanta, GA 30303-3309**. All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for an interview. Interview and relocation expenses are not reimbursable.